



Glasgow 2026 Commonwealth Games – Job Description

Job title:	Public Affairs Manager
Division:	Marketing, Communications, & Engagement
Department:	Media and Communications
Reports to:	Head of Media and Communications
Location:	Glasgow

Background to the Glasgow 2026 Commonwealth Games

In July and August 2026, Glasgow will host the Commonwealth Games. Approximately 3,000 athletes from up to 74 nations and territories across the Commonwealth will come together in a 11-day celebration of sport and culture. Events will take place across Glasgow, entertaining around 500,000 ticketed spectators and reaching a global broadcast audience of more than one billion.

Glasgow 2026 Limited, the Organising Company (the OC), is signatory to the Host Collaboration Agreement (HCA) with the Commonwealth Sport (CS) and Commonwealth Games Scotland (CGS) and each have key parts to play in the planning and delivery of the 2026 Commonwealth Games, both individually and collectively, to ensure that the new format 2026 Commonwealth Games are a huge success.

This role will place you at the heart of the action, working alongside experts to deliver a global event that sets the new standard for major sporting celebrations. You'll gain hands-on experience and contribute to creating a world-class Games.

The Public Affairs Manager will be a key member of our busy Media and Communications team, reporting to the Head of Media and Communications. Working closely with colleagues in Strategic Partnerships and the Executive Office, you will play an essential role in enabling and driving engagement with parliamentary, government, political and sector stakeholders.

You will be politically astute, with experience engaging across Holyrood and Westminster with competent written and communication skills, able to both brief and prepare senior leaders within the organisation for key engagement activities and regularly horizon scanning, as well as meeting stakeholders independently as appropriate.

Strong organisational, people and project management skills are essential; you will manage dedicated key influencing 'moments' with stakeholders and partners, such as organising and managing panel events, roundtables and webinars.

This is an opportunity to be at the heart of a world-class event, working with passionate professionals and visionary leaders who are committed to showcasing Scotland on the international stage as well as deliver excellence for athletes and local communities.



Role Summary / Key Accountabilities

- Develop our Public Affairs plan to support the Glasgow 2026 Media and Communications strategy, developing our relationships with key parliamentary stakeholders in Holyrood and Westminster, including MSPs, MPs, Peers, Select Committees and key APPGs, as well as local political leaders.
- Collaborate with Strategic Partnerships colleagues to help grow and maintain our relationships with civil servants and Ministers, building partner understanding and advocacy of Glasgow 2026
- Develop and maintain our Government and Parliamentary stakeholder mapping, taking accountability for keeping information up to date
- Help and support senior internal stakeholders (CEO, Chief Marketing Officer, Director of Strategic Partnerships and Head of Media and Communications) with preparation for high level engagement, undertaking background research and writing briefings as necessary
- Manage events (in person and online) and activities for political stakeholders to raise the profile of, and advocacy for, the organisation, and facilitate dialogue on our key strategic themes, securing our place in the national debate
- Work closely with communications colleagues to support and advise on content for communications materials and outputs for external facing advocacy activities
- Represent the Glasgow 2026 at meetings and events as necessary
- Feed into our monitoring and intelligence gathering, supporting the Media and Communications team in their work to ensure information on developments and legislation, and relevant insights, are communicated regularly to the wider team and senior leaders

Responsibilities of the role will evolve during the lifespan of the OC, and the role profile will likely be adapted in line with the changing needs of the Games.

Knowledge & Experience

- Significant experience in public affairs within Scotland and / or Westminster, and ideally working within major events, sport or consumer brands
- Experience in management of projects with quality, time and cost as the critical elements
- In-depth understanding of the Scottish and UK political environments with a well-established network
- Highly organised, with excellent attention to detail and the ability to manage multiple projects in a fast-paced environment
- Strong verbal and written communication skills, with a proven ability to engage and influence senior stakeholders



Personal Characteristics
<ul style="list-style-type: none">• Highly creative, with a passion for political engagement• Strategic thinker with the ability to anticipate political trends and opportunities• Collaborative team player with a "One Team" approach to working across departments• Results-driven and able to work under pressure to meet tight deadlines• Adaptable, with the ability to respond quickly to emerging challenges and opportunities• Enthusiastic, proactive and confident in dealing with high-profile political stakeholders